

NASA SHARED SERVICES CENTER

Consolidated Contracting Initiative Service Delivery Guide

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Document History Log

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic	B	2/9/06	Basic Release
1	A	5/3/06	Deleted CMM roll-out date of May 2006 from "New Systems- It System Description" and updated Contact Center Strategy

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Consolidated Contracting Initiative (CCI)

Introduction

The Consolidated Contracting Initiative (CCI) is NASA's commitment towards the cooperative creation and utilization of contracts, whenever practicable, to meet common needs. CCI operates at many levels such as: intra-center; center-wide; or on a government-wide basis, depending upon the goods and services to be acquired.

CCI aims at identifying and logically grouping together similar requirements so they may be procured efficiently. The size of a CCI contract will vary and is not, in and of itself, considered a key factor in predicting success. In some cases, CCI contracts will be of large dollar value, contain dozens of products and services, and appeal to many users. In other cases, CCI contracts will be of smaller dollar value, offer more modest product and service selections, and appeal to as few as two users. Both types can contribute to the success of this initiative by helping NASA to place the fewest number of contracts practicable.

The goal of CCI is to develop a core of world-class contracts that will enable NASA and other government agencies to acquire common goods and services quickly, at fair and reasonable prices, with a minimum of administrative cost.

Participation by all NASA Centers as users and/or sponsors enables NASA to meet its needs faster; reduce the time spent on acquisition-related tasks; minimize contract duplication; save resources; reduce close out backlogs; and improve cooperation with other government agencies.

Process – Consolidated Contracting Initiative

Roles & Responsibilities

Roles and Responsibilities	Action	Tips
Step 1 Center Procurement Officers	Identify potential candidate for establishing a new CCI contract. Output: Notify NSSC CCI Coordinator of the procurement opportunity.	Note: CCI is applicable to all contracts for goods and services in excess of the Simplified Acquisition Threshold. The NSSC CCI Coordinator may also identify opportunities for CCI initiatives. Website: http://prod.nais.nasa.gov/cgi-bin/cci/first.cgi
Step 2 NSSC CCI Coordinator	Research and validate CCI opportunity across the centers. Output: If opportunity is available, NSSC will work with the Centers to determine the host Center to conduct the procurement. (competition and/or administration).	
Step 3 Center Procurement Offices or NSSC-IG	Initiate procurement activities to award the new CCI contract. Output: New CCI contract for use throughout the Agency.	
Step 4 NSSC-SP	Maintain CCI website managed by the NSSC CCI Coordinator. Output: A database of existing CCI contracts with up to date information that can be used by Center contracting officers to determine whether an existing contract can be used to obtain current requirements.	Center requirements shall be reviewed against existing CCI contracts before initiation of a new procurement activity.
Step 5 Center Procurement Offices or NSSC-IG	Administer ongoing CCI contracts assigned to that Center. Issue task orders against existing CCI contracts for current requirements that fall within the scope of those contracts.	

Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
NSSC CCI Coordinator	Procurement Services	HQ office of Procurement and Procurement Officers	Customer satisfaction feedback

Privacy Data

All participants involved must ensure protection of all data covered by the Privacy Act.

System Components

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
IEM-Core Financial	NASA's Agency-wide financial system. Provides standard processes and systems to support NASA's financial management activities.	Access granted by the Competency Center via NF 1700	
FPDS-NG	Web based application. FPDS-NG is the central repository of Federal contract information. The system contains detailed information on contract actions over \$2,500	Access granted by GSA via the FPDS-NG website.	
NASA Acquisition Internet Service	Variety of web based applications used throughout the Agency. Includes: EPS, VPO, & PPDB	Access granted by the NSSC's NAIS superuser	

New Systems

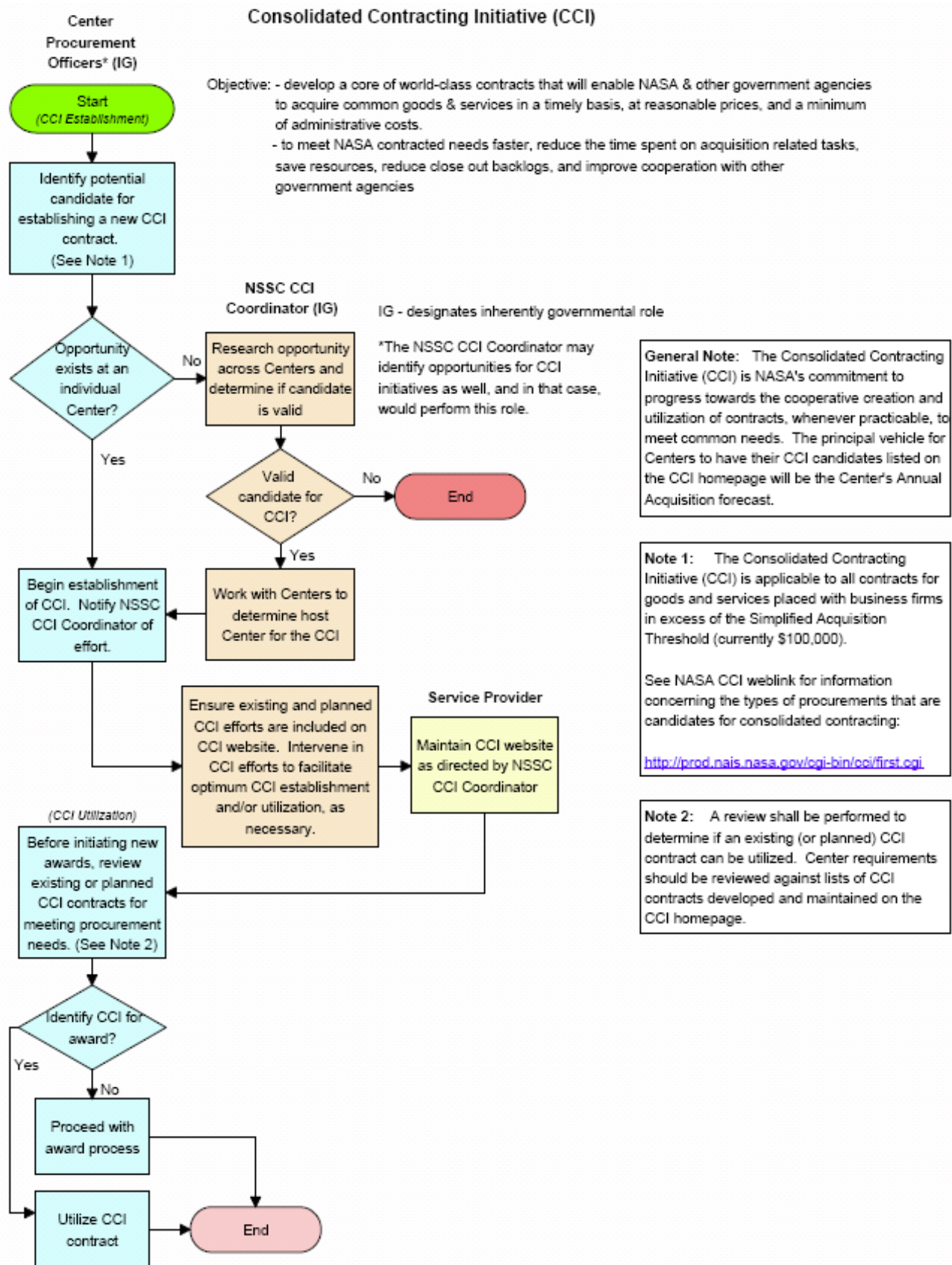
Generic System Title	Business Requirements for System	Access Requirements	IT System Interfaces
CMM	New IEM procurement module that interfaces with IEM Core Financial and FPDS-NG. Contract Specialists will only need to use CMM after rollout.	Access granted by the Competency Center via NF 1700	IEM Core Financial and FPDS-NG

Contact Center Strategy

Each activity requires a clearly defined Contact Center strategy which answers the questions "Who will answer the call and handle the request" and defines the escalation parameters for the activity. Because of the varied nature of the NSSC's activities and volume of transactions, each activity has a unique Contact Center strategy. Refer to the NASA Shared Service Center Customer Contact Center Service Delivery Guide (3.5.1) located on N Drive at [Contact Center Use;WIs;NSSC_CCC_WI_600-001_ccc_process.doc](#) for the Contact Center strategy for this activity.

Appendix I

Detailed Consolidated Contracting Initiative (CCI) Process Flow



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